

**Department of Commerce
National Oceanic and Atmospheric Administration
Fiscal Year 2000**

Documents to be provided by Client (PBC) – Interim

	Documents to be provided	Date Requested	Date Received	Contact Person
	Environmental Stewardship			
1.	List of all environmental liabilities as of April 30, 2000.	6/13/00	6/29/00	Brian Denno
2.	Environmental Project List at April 30, 2000.	6/13/00	6/29/00	Brian Denno
3.	Listing of audits performed through April 30, 2000.	6/13/00	6/22/00	Brian Denno
4.	Listing of any external reports issued concerning NOAA's liability related to an environmental hazard.	6/13/00	6/22/00	Sue Kennedy
	Financial Management: Funds Balance with Treasury			
5.	<i>Statement of Transactions</i> (SF 224) for each agency location code (ALC) for April 2000. (Note:2 ALC's: 13-14-0001 and 13-14-0016)	6/13/00	6/9/00	Nancy Eadie
6.	<i>Statement of Difference</i> (TFS 6652) for October 1999 through April 2000, along with reconciliation of the general ledger amounts to report amounts. The supporting documentation for disbursements shown on the SF 224 reports should be available for our review upon request.	6/13/00	6/9/00	Nancy Eadie
7.	Listing of Imprest funds and responsible party by ASC.	6/13/00	6/14/00	Sandi Walters
8.	Appropriation fund code listing <u>if items have changed from FY 1999.</u>	6/13/00	6/5/00	Danny O'Berry
	Financial Management: Other			
9.	<ul style="list-style-type: none"> ▪ Agency prepared financial statements and footnotes for all NOAA Programs/Funds as of March 2000 and for FY 2000 through March, including trial balance and support for footnotes; and, ▪ April 2000 trial balance 	7/2/00	6/7/00	Peter Kelchner
10.	Copies of OIG, GAO, or Other audit reports issued to NOAA as of April 30, 2000.	6/30/00	6/30/00	Barbara Martin
11.	Contact person for copies of <i>Commerce People</i> , etc.	6/30/00	6/29/00	Lois Coleman

	Grants Management			
12.	A detail list of grant awards expired as of April 30, 2000—including expiration date, start date (if possible), award number, grant recipient name, and federal dollar amount. This list should be in ascending order by expiration date, group award numbers by line office, and show total number and amount of awards.	6/13/00	6/8/00	Patricia Rauch
13.	List of active grants as of April 30, 2000	6/13/00	6/14/00	Patricia Rauch
14.	A detail listing of grants awarded that are closed as of April 30, 2000.	6/13/00	6/8/00	Patricia Rauch
15.	A list of names that are authorized in signing CD-435's for grants.	6/13/00	6/14/00	Patricia Rauch
16.	A detail list of dates when FADS was down for the year.	6/13/00	6/14/00	Lillian Barnes
17.	A list of legal counsel attorneys who are authorized to provide legal clearance of NOAA awards.	6/13/00	6/5/00	Patricia Rauch
	Human Resources: Payroll			
18.	FIMA query of actual and estimated payroll expenses as of April 30, 2000.	6/13/00	6/13/00	Barbara Straight
19.	Labor costing detail (Time and Expense Summary Report) for all FY 00 pay periods through April 30, 2000. [Note: We request access to specific labor costing detail CD-Roms after we receive and review the other payroll-related PBC items.]	6/13/00	6/12/00	Barbara Straight
20.	NOAA Organization codes report at April 30, 2000.	6/13/00	6/12/00	Noreen Kesecker
21.	"Employees by Line Office Across SOName" Report as of April 30, 2000.	6/13/00	6/12/00	Noreen Kesecker
	Property Management: Personal Property			
22.	Detail listing from PMIS by category which supports the property, plant, and equipment balance at April 30, 2000. It should include beginning balances, current additions, current retirements, and ending balances. Also access to all documents (e.g., invoices, etc.) supporting the cost of property, plant, and equipment as of May, 2000; and access to detail accumulated depreciation schedules for all depreciable assets on hand as of April 30, 2000 that show beginning balances, current depreciation expenses, and ending balances.	6/13/00	6/14/00	Carolyn DeMatteo

23.	Detail listing of unreconciled / suspense property as of April 30, 2000.	6/13/00	6/14/00	Carolyn DeMatteo
24.	Detail listing of NOAA properties held by contractors.	6/13/00	6/14/00	Carolyn DeMatteo
25.	Detail listing of prior period adjustments.	6/13/00	6/14/00	Carolyn DeMatteo
Property Management: Real Property				
26.	Detail listing from RSMIS by category which supports the property, plant, and equipment balance at April 30, 2000. It should include beginning balances, current additions, current retirements, and ending balances. Also access to all documents (e.g., invoices, capital leases , etc.) supporting the cost of property, plant, and equipment as of April 30, 2000; and access to detail accumulated depreciation schedules for all depreciable assets on hand as of April 30, 2000 that show beginning balances, current depreciation expenses, and ending balances.	6/13/00	6/1/00	Roy Eckert & Gina Ziegenbien
27.	Detail listing of prior period adjustments.	6/13/00	6/1/00	Roy Eckert & Gina Ziegenbien
Property Management: Real Property Leases				
28.	Detail listing of Real Property capital leases.	6/13/00	6/1/00	Roy Eckert & Gina Ziegenbien
Procurement & Financial Management: Expenses/Disbs.				
29.	Access to the Weekly Activity Reports (WAR) through April 30.	6/13/00	<i>Access</i>	Mark St. Clair
30.	Financial Document Distribution Listing (If different from the FY 1999 listing).	6/13/00	6/14/00	Sandi Walters
31.	Data file containing all disbursements made by NOAA via CD-Rom.	6/01/00	5/30/00	Ted Wolfgang
32.	Cumulative Active Document Status Report as of March 31, 2000.	6/13/00	<i>Access to CD-Rom</i>	Nancy Eadie
Resource Allocation: Budgetary Execution				
33.	SF-133's for all appropriation codes and supporting documentation for the month of March 2000.	6/13/00	6/5/00	Danny O'Berry / various acctnts.
Accounts Receivable / Cash Receipts				
34.	Data file and listing containing all cash collections through April 30, 2000 via CD-Rom.	6/01/00	5/30/00	Ted Wolfgang

35.	Access to reimbursable receivable files and related supporting documentation for FY 00 reimbursable receivable as of April 30, 2000.	6/13/00	<i>Access</i>	Lynne Baronoff
Loan Receivable & Foreclosed Property				
36.	Detail listing of direct loans (from the subsidiary ledger) for the following loan programs: <ul style="list-style-type: none"> • Coastal Zone Management Fund (Fund P) • Fishing Vessel Obligation Guarantee (FVOG) liquidating account (Fund N) • Fisheries Financing Account (Fund E) 	6/13/00	6/12/00	Lynne Baronoff
37.	Descriptive documentation for new loan programs in FY 2000, if applicable.	6/13/00	6/5/00	Danny O'Berry
Laws & Regulations				
38.	Notification of any changes in laws and regulations during FY 2000 that affected NOAA.	6/13/00	6/22/00	Lois Coleman

NOTE: If you have any questions related to this PBC listing, please contact Robin Valentine or Lenora Reid at (301) 427 –2132.